

# PROJECT Equal Employment Opportunity/EEO

## PRIME and SUBCONTRACTORS

- Subject to Project EEO/AA requirements
- Subs of \$10k or more



# JOBSITE BULLETIN BOARD



- FEDERAL AID JOBS
- PRIMES INSTALL AND MAINTAIN
- BEFORE WORKERS ARE ON SITE
- WITHIN PROJECT LIMITS (or as DCCM permits)
- REMAINS UNTIL FINAL

# **JOBSITE BULLETIN BOARD**

- Single page layout -- no overlapping
- Protective cover recommended to avoid damage or vandalism
- Current, with forms in good condition
- RCS will inform if out of compliance
- PA confirms when to remove

# **FDOT POSTERS – JOB SITE BULLETIN BOARD**

## **FDOT Required Posters**

- EEO is The Law
- FL Law Prohibits Discrimination (Spanish/English)
- NOTICE
- Employee Rights Under Davis Bacon (Spanish/English)
- Wage Appeals



# USDOL POSTERS – JOB SITE BULLETIN BOARD

- Family & Medical Leave Act Rights
- OSHA Job Safety & Health
  - **NEW!** English poster - REQUIRED
  - Spanish poster -- OPTIONAL
- Employee Polygraph Protections



# WAGE RATES – JOB SITE BULLETIN BOARD

## Wage Information

- Wage Determination(s) per contract
- All pages
- Do not overlap
- Additional Approved Wage Decisions/Classifications

Form No. 700-010-67



# EEO OFFICERS LIST – JOBSITE BULLETIN BOARD

## **EEO Officers List**

- Poster of EEO Policy and Officer  
Form No. 275-020-28
- Prime completes form and posts
- List contact info. for Prime
- All subs of \$10k or more



# EEO OFFICERS LIST –BULLETIN BOARD

- Follow instructions of form
- Subcontractors can be posted as subcontracts are signed. Remain posted.
- Data as submitted to FDOT
- EEO Officer form kept up to date
- Prime can verify each name – RCS will!





## Equal Opportunity Office

[Equal Opportunity Office](#) / [Investigations and Compliance](#) / [Contract Compliance](#)

### Contract Compliance



The Federal Highway Administration (FHWA) requires the Florida Department of Transportation (FDOT) as a contracting agency to assure compliance of contractors with the Equal Employment Opportunity (EEO) and Affirmative Action (AA), Disadvantaged Business Enterprise (DBE), On The Job Training (OJT) and federal Wage Rate requirements. Compliance with these requirements includes applicable direct and federal-aid highway construction contracts, including subcontracts of \$10,000.00 or more (not including sub-contracts for materials and supplies). Certain Equal Employment Opportunities requirements are included by special provision in applicable state funded highway construction contracts. This site contains relevant information and contact information to assist contractors and other interested parties with the most recent information pertaining to EEO Construction Contract Compliance on FDOT construction projects.

#### PROVISIONS

- [Equal Opportunity Special Provisions](#) (PDF 16KB)
- [On the Job Training Special Provisions](#) (PDF 24KB)

#### COMPLIANCE QUICK LINKS

[Compliance Workbook](#)

[Approved DBE AA Plan](#)

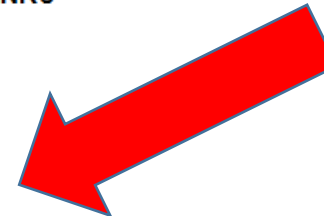
[EEO Officer on File](#)

[Compliance Forms](#)

[Notification to FDOT of EEO Officer](#)

[Contact Us](#)

[BizWeb](#)



EEO  
Officer  
on File

Prime can  
check each  
sub's Officer.

## COMPLIANCE QUICK LINKS

[Compliance Workbook](#)

[Approved DBE AA Plan](#)

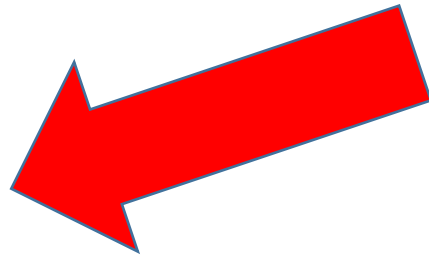
[EEO Officer on File](#)

[Payroll Deduction report\(new\)](#)

[Compliance Forms](#)

[Notification to FDOT of EEO Officer](#)

[Contact Us](#)



# EEO Officer on File

Poster **MUST** list the EEO Officer that was submitted to FDOT and CAN list also the Local EEO Officer.

# JOB BOARD – BEST PRACTICES

- Wage Decision sheets in a row or in same area
- Laminate – Laminate -- Laminate
- Staple through the laminate, NOT through page
- Plexiglas cover
- Maintain good condition
- Send RCS copy of EEO Officer form posted
- Report to RCS any updates being done

# JOBSITE BULLETIN BOARD - RECAP



- **FEDERAL AID JOBS**
- **PRIMES INSTALL & MAINTAIN**
- **WITHIN PROJECT LIMITS**
- **CURRENT POSTINGS & GOOD CONDITION**  
**= COMPLIANCE**
- **MONTHLY INSPECTIONS BY PROJECT STAFF**
- **CAN POST PERMITS, ENDANGERED SPECIES, ETC.**

SUBMITTED BY PRIME AND  
ALL SUBS OF \$10k OR  
MORE

# July Reports

ACTIVE IN JULY ON  
FEDERAL AID PROJECTS



# **JULY REPORTS – WHY?**



- FHWA submits a report to the US Senate.
- July = good weather nationwide
- Known as the JULY REPORT

# JULY REPORTS

- **INACTIVE** July Report if contractor's only July pay week started in June or ended in August.
- Every prime and subcontractor of \$10k or more submits a July Report, Active or Inactive.

# JULY REPORTS

- Based on the LAST pay period worked in July
- Pay week falls all in July
- NOT based on peak work week in July



# JULY REPORTS

Pay period  
START and  
END dates  
must be  
between  
July 1 and  
July 31.

## July 2016

Calendar

*pedia*

Your source for calendars

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

# **JULY REPORTS -- PROCESS**

**DCCM will issue a Memo on July Reports.**

**RCS will forward the July Report Memo to the Prime.**

**Memo gives detailed information, including due date August 20.**

**July Report form will be provided with the Memo, FHWA 1391.**

**Primes inform all Subs of \$10k or more.**



# JULY REPORTS

FORM  
FHWA 1391

SIGN & DATE



FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
1. MARK APPROPRIATE BLOCK		2. COMPANY NAME, CITY, STATE:				3. PROJECT NUMBER:				4. DOLLAR AMOUNT OF CONTRACT:				5. PROJECT LOCATION: (County and State)									
<input type="checkbox"/> Contractor																							
<input type="checkbox"/> Subcontractor																							
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0013 expiring in March, 2016.																							
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 20__ (INSERT YEAR)																							
TABLE A																		TABLE B					
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
OFFICIALS	0	0	0	0																			
SUPERVISORS	0	0	0	0																			
FOREMEN/WOMEN	0	0	0	0																			
CLERICAL	0	0	0	0																			
EQUIPMENT OPERATOR	0	0	0	0																			
MECHANICS	0	0	0	0																			
TRUCK DRIVERS	0	0	0	0																			
IRONWORKERS	0	0	0	0																			
CARPENTERS	0	0	0	0																			
CEMENT MASONS	0	0	0	0																			
ELECTRICIANS	0	0	0	0																			
PIPEFITTER/PLUMBER	0	0	0	0																			
PAINTERS	0	0	0	0																			
LABORERS-SEMI SKILL	0	0	0	0																			
LABORERS-UNSKILLED	0	0	0	0																			
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TABLE C (Table B data by racial status)																							
APPRENTICES		0	0	0	0																		
OJT TRAINEES		0	0	0	0																		
8. PREPARED BY: (Signature and Title of Contractors Representative)									9. DATE			10. REVIEWED BY: (Signature and Title of State Highway Official)									11. DATE		
Form FHWA- 1391 (Rev. 03-13)									PREVIOUS EDITIONS ARE OBSOLETE														

This collection of information is required

## 6. WORKFORCE ON FEDERAL-

JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY	
	M	F	M	F
OFFICIALS	0	0	0	0
SUPERVISORS	0	0	0	0
FOREMEN/WOMEN	0	0	0	0
CLERICAL	0	0	0	0
EQUIPMENT OPERATORS	0	0	0	0
MECHANICS	0	0	0	0
TRUCK DRIVERS	0	0	0	0
IRONWORKERS	0	0	0	0
CARPENTERS	0	0	0	0
CEMENT MASONS	0	0	0	0
ELECTRICIANS	0	0	0	0
PIPEFITTER/PLUMBERS	0	0	0	0
PAINTERS	0	0	0	0
LABORERS-SEMI SKILLED	0	0	0	0
LABORERS-UNSKILLED	0	0	0	0
TOTAL	0	0	0	0
APPRENTICES	0	0	0	0
OJT TRAINEES	0	0	0	0

# JULY REPORTS

Do not fill in  
GREEN,  
HIGHLIGHTED  
areas on this  
Excel form.

# JULY REPORTS

## Section 6, Workforce Data, Table A

One employee  
= One category reported

Notice these are  
**NOT** classifications –  
They are **CATEGORIES**

Do **NOT** change the categories.

This collection of information is required

### 6. WORKFORCE ON FEDERAL-

JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY	
	M	F	M	F
OFFICIALS	0	0	0	0
SUPERVISORS	0	0	0	0
FOREMEN/WOMEN	0	0	0	0
CLERICAL	0	0	0	0
EQUIPMENT OPERATORS	0	0	0	0
MECHANICS	0	0	0	0
TRUCK DRIVERS	0	0	0	0
IRONWORKERS	0	0	0	0
CARPENTERS	0	0	0	0
CEMENT MASONS	0	0	0	0
ELECTRICIANS	0	0	0	0
PIPEFITTER/PLUMBERS	0	0	0	0
PAINTERS	0	0	0	0
LABORERS-SEMI SKILLED	0	0	0	0
LABORERS-UNSKILLED	0	0	0	0
TOTAL	0	0	0	0
APPRENTICES	0	0	0	0
OJT TRAINEES	0	0	0	0

- **More than one Category – Use most hours worked**
- **Table A INCLUDES On-the-Job TRAINEES and Apprentices.**

[illegible]

# JULY REPORT FORM -- OJT'S

## TABLE B

- Report OJT's by Category and Gender
- These numbers DO NOT affect TOTALS of Section A

## TABLE C

- Report OJT's and Apprentices by Race and Gender

TABLE C (Table B data by racial status)													
APPRENTICES	0	0	0	0									
OJT TRAINEES	0	0	0	0									

TABLE B			
APPRENTICES		ON THE JOB TRAINEES	
M	F	M	F
0	0	0	0

ON-THE-JOB TRAINEES = Report on all three TABLES of form



# JULY REPORTS – BEST PRACTICES

- Prime – Review July Report from Subs
- Make sure Section C, No. 8 Preparer has signed
- Give date in Section C, No. 9
- Have questions – Ask RCS
- RCS will sign as Reviewer, Section C, No. 10

# PROJECT EEO INFORMATION TO EMPLOYEES

Contractors are to routinely inform their project employees of their EEO civil rights, contractor's policies, procedures and various wage and payroll protections.



# EEO INFO TO ALL EMPLOYEES

This info can be presented in meetings and through other appropriate means such as employee handbooks, notices, posters, etc.



## **PRIME and ALL SUBS of \$10k or MORE**

- **INFORM ALL EMPLOYEES**
- **START of PROJECT**
- **NEW HIRES**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**RECORD OF PROJECT PERSONNEL EEO MEETING**

275-021-06  
EQUAL OPPORTUNITY  
03/14

1. COMPANY NAME: [REDACTED]	2. FINANCIAL PROJECT #: [REDACTED]	3. DATE OF MEETING: [REDACTED]
4. FEID # OR FDOT VENDOR #: [REDACTED]	5. NAME AND TITLE OF PERSON CONDUCTING MEETING [REDACTED]	
6. CHECK ONE: <input type="checkbox"/> PRIME <input type="checkbox"/> SUBCONTRACTOR	7. DESCRIBE LOCATION WHERE WAS MEETING HELD: [REDACTED]	

**8. CERTIFICATION OF MEETING:**

The signature below is certification that a meeting was held with project personnel informing them of their equal employment opportunity (EEO) civil rights, company's policies and various wage/payroll protections. The major topics were addressed and a signed attendance record was made.

SIGNATURE: \_\_\_\_\_, Meeting Leader

**9. MAJOR TOPICS ADDRESSED:**

- |   |   |
|---|---|
| ✓ EEO Policy and Affirmative Action Plan  | ✓ Bulletin Boards                                 |
| ✓ Identification of EEO Officer           | ✓ Interviews by State and Federal representatives |
| ✓ Work force diversity and recruitment    | ✓ Training opportunities                          |
| ✓ Wages and Payrolls                      | ✓ Complaints                                      |
| ✓ Utilization of Disadvantaged Businesses |   |

10. ATTENDEES: PRINT FIRST & LAST NAMES <i>Example:</i> James Morales-Smith	SIGNATURE OF ATTENDEE <i>Example:</i> James Morales-Smith
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	

**FDOT Form  
275-021-06**

**Prime and Subs  
may conduct  
EEO Meetings  
routinely & as  
requested by  
RCS or FDOT.**

# PROJECT EEO REPORT

## 275-010-12

- SUBMIT UPON REQUEST
- PRIME & ALL \$10K or over
- SAME CATEGORIES AS JULY REPORTS
- No. 8 – ONE PAY PERIOD
- HIGHLIGHTED AREAS FOR TOTALS WILL AUTO FILL – DO NOT ENTER DATA
- ENTER DATA IN GENDER & RACE COLUMNS

[illegible][illegible]

# PROJECT EEO REPORT

No. 11 lists all  
hires for month.

No. 12 - Sign as  
Preparer and  
submit as  
requested.

CARPENTERS	0	0	0	0															
CEMENT MASONS	0	0	0	0															
ELECTRICIANS	0	0	0	0															
PIPEFITTERS, PLUMBERS	0	0	0	0															
PAINTERS	0	0	0	0															
LABORERS, SEMI-SKILLED	0	0	0	0															
LABORERS, UNSKILLED	0	0	0	0															
<b>TOTALS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>TABLE C</b>																			<b>OJT TOTALS</b>	
																			<b>M</b>	<b>F</b>
On-The-Job Trainee																				
																			0	0

10. IF ANY EMPLOYEES REPORTED IN 'TABLE A' ARE APPRENTICES, NAME OF THE PROGRAM, JOB CATEGORY, COUNT, RACE & SEX.

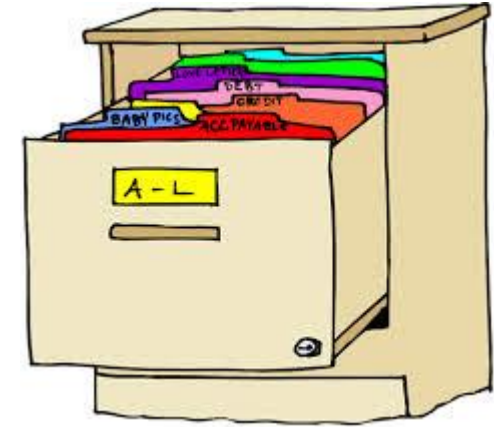
11. SUMMARIZE ALL HIRES FOR THE ENTIRE ACTIVE MONTH BY JOB CATEGORY, RACE, SEX (USE ADDITIONAL SHEET IF NEEDED).

	PRINTED NAME-FIRST/LAST	EMAIL ADDRESS	PHONE	SIGNATURE	DATE
12. PREPARER					
13. REVIEWER					

# PROJECT EEO REQUIREMENTS -- RECAP

## INFORMING EMPLOYEES OF THEIR RIGHTS:

- JOBSITE BULLETIN BOARD
- PROJECT EEO MEETINGS, ETC.



## REPORTING ON WORKFORCE:

- PROJECT EEO REPORTS
- JULY REPORTS



# BREAK

